

## 1.0. DECISIONS BEFORE CATALOGING.

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This LCRI represents *LC practice*.

### **What Is Being Cataloged?**

Before creating a bibliographic record, determine what is being cataloged. Answer these two questions:

- 1) What aspect of the bibliographic resource will the bibliographic record represent?
  - a) A resource may not be part of a larger resource and so the bibliographic record can represent only that resource.
  - b) A resource may be part of a larger resource (one part of a multipart item, one analytic of a monographic series, one of several separate resources on a Web site, etc.). The bibliographic record could represent the “smaller” or the “larger” resource.

c) A resource may not be part of a larger resource but local cataloging policies may specify creating a bibliographic record for a made-up larger resource of materials that are not published, distributed, or produced together.<sup>1</sup>

2) What is the type of issuance of that aspect?

a) See both the definitions from AACR2 appendix D and the diagram in “Type of Issuance” below.

b) If the situation is still not clear, then consider the guidelines given in two other sections of this LCRI: “Monograph vs. Serial” and “Situations Requiring Further Consideration.”

c) See the section “Edition or Copy of Monograph” for guidelines about creating separate records for monographs.

It may be appropriate, after one or more bibliographic records have been cataloged, to change the cataloging decision (e.g., recatalog a monograph as a serial). See the section “Change in Cataloging Decision” for guidelines.

Also, a publisher may change the type of issuance of a bibliographic resource. See the last section, “Change in Type of Issuance,” for guidelines.

### **Type of Issuance**

“Type of issuance” refers to how the bibliographic resource is published, distributed, or produced and, if it is updated, how it is updated. There are three types of issuance: monograph, serial, and integrating resource. (See the definitions from AACR2 appendix D and diagram below.)

*Monograph:* A bibliographic resource that is complete in one part or intended to be completed in a finite number of parts. The separate parts may or may not be numbered.

Use rules in chapter 1 and the chapter(s) representing the carrier.

*Serial:* A continuing resource issued in a succession of discrete parts, usually bearing numbering, that has no predetermined conclusion.

Use rules in chapter 1, chapter 12, and the chapter(s) representing the carrier.

*Integrating resource:* A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing.

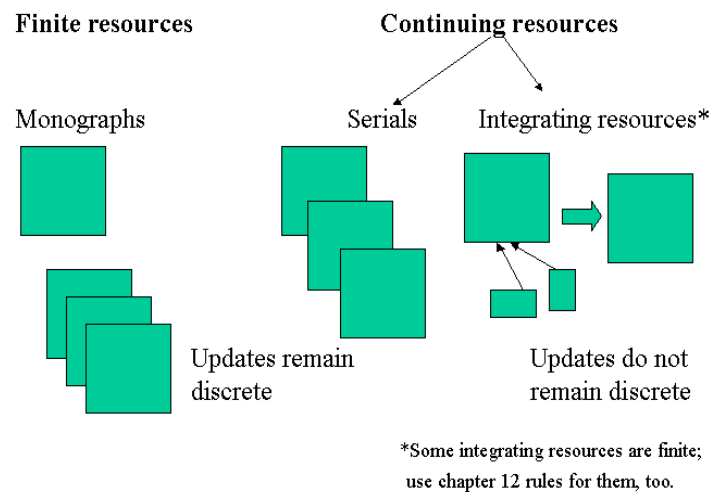
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<sup>1</sup>These guidelines do not address the cataloging of such a made-up larger resource. *LC catalogers:* See DCM C14 for collection-level cataloging guidelines; see DCM C12.7 for guidelines for 2A cataloging (creation of a collected set record for an unnumbered multipart item).

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Use rules in chapter 1, chapter 12, and the chapter(s) representing the carrier.

### *Type of Issuance*



In case of doubt about type of issuance, apply the following guidelines:

If the decision has been narrowed down to “serial vs. integrating resource” and there is no information about the type of issuance but the resource has wording that refers to “edition,” determine if that wording represents a numeric designation or an edition statement. If it is a numeric designation, catalog the resource as a serial; if it is an edition statement, catalog it as an integrating resource.

If the decision has been narrowed down to “monograph vs. integrating resource” and there is no information about the type of issuance, catalog the resource as a monograph.

### **Monograph vs. Serial**

If the bibliographic resource to be cataloged and/or other bibliographic records in the database indicate that the resource has been or will be published in more than one part that will remain discrete or be published more than once, *consider the combination of characteristics below* in deciding whether to catalog the resource as a single-part/multipart monograph or as a serial. Note the exception for publications of limited-duration activities at the end of this section.

#### 1) *Frequency of publication*

a) If the resource has a stated frequency of publication (in the title proper, in the preface, etc.), catalog as a serial.

b) If the resource is published in new editions, catalog as a serial if the frequency of the editions is one to two years; give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart.

2) *Presence and type of numbering.* Although the presence of numbering is no longer part of the definition of a serial, most serials except for unnumbered monographic series will have numeric, alphabetic, and/or chronological designations.

a) If the resource has a numeric/alphabetic (e.g., volume 1; tome 3; Heft A) or chronological designation (e.g., 2001; June 2002; 2002-1) in the title proper or elsewhere in the resource and it is likely that the resource doesn't have a predetermined conclusion, catalog as a serial.

b) If the resource has acquired a numeric, alphabetic, or chronological designation after the first issue, recatalog as a serial.

c) If the resource is published in frequent editions (see 1)b) above), it must have a designation (e.g., date, numeric edition statement) that could be used as numbering in order to be cataloged as a serial.

3) *Likelihood of no predetermined conclusion.* If the resource indicates that there is no predetermined conclusion, catalog as a serial. If the resource doesn't have such information, assume that a resource that has either of the following characteristics is a serial if it also meets the criteria given above for frequency and numbering.

a) Title proper implies continuing publication. If the title proper includes words that imply continuing publication (e.g., “Advances in ...;” “Developments in ...;” “Progress in ...”), catalog as a serial. If the issues also have analyzable titles, analyze the issues.

b) A subscription can be placed for the resource.

Publications of limited-duration activities: Also use the serial rules in chapter 12 for the cataloging of certain resources related to limited-duration activities provided that these resources have some characteristics of serials: successive issues, numbering, and perhaps frequency. Examples include a daily bulletin issued during a non-recurring meeting, a quarterly activities report of a project, and an annual report of an expedition. Do not recatalog records for such resources created before Dec. 1, 2002.

### **Situations Requiring Further Consideration**

1) *Electronic resources.* If the resource was/is published in print, make the decision to catalog the electronic resource as a serial, integrating resource, or monograph based on the electronic resource itself, not on how it was issued in print. Information about the planned type of issuance may be given in the resource's “read me” files, etc.

a) Catalog as serial:

i) Remote access resource: a resource having material added as discrete, usually numbered issues (an “issue” can consist of a single article). The resource might contain a listing of back volumes, back issues, images of journal covers for sequential issues; only current issue may be available as a separate issue

ii) Direct access resource: a resource whose carrier is issued successively (this situation is analogous to a print serial whose latest volume supersedes any earlier volumes).

Note that such resources can be mounted on networks such that the successive issuance of the carrier is not observable to the cataloger or end user; when contributing cataloging in a shared environment (e.g., bibliographic utility), the record should reflect the carrier and type of issuance as published.

b) Catalog as an integrating resource:

i) Remote access resource: a resource having material added, changed, or deleted via updates that do not remain discrete (e.g., might contain articles from more than one journal).

ii) Direct access resource: no direct access resource can be issued as an integrating resource (assumption that would be changed if proven incorrect).

c) Catalog as a monograph: Remote or direct access resource: a resource complete in one part or intended to be complete in a finite number of parts, including those resources that are corrected via “errata” information.

2) *Resources issued in loose-leaf format.* When deciding to catalog a bibliographic resource issued in loose-leaf format as a serial, an integrating resource, or a monograph, make the decision based on the type of issuance of the primary component. If there is a stated frequency, determine if the frequency applies to the primary component or to any updates.

Note that a bibliographic resource issued in loose-leaf format is not automatically to be cataloged as an updating loose-leaf.

a) Catalog as a serial:

i) Resource otherwise meeting definition of serial whose issues remain discrete even though they are to be stored in a binder (as successive sections in the binder or subdivided/filed into separate sections in the binder)

ii) Resource whose binders are issued successively even though the contents filed into each binder may be updated in integrating fashion until the next binder is issued

b) Catalog as an integrating resource: Resource consisting of a binder or binders in which pages are added, removed, or replaced until the next edition of the resource is published or until complete

c) Catalog as a monograph: Resource complete as issued or intended to be complete in a finite number of parts

3) *Conference publications.* Conference publications typically consist of the minutes, proceedings, etc., of a regularly-held meeting of one or more corporate bodies or are publications that contain the proceedings, etc., of ongoing topical conferences, symposia, or colloquia.

a) Catalog as serials ongoing conference publications that are being cataloged for the first time, unless they are covered by the exclusions in paragraph b) below. Consider a conference publication to be “ongoing” if words such as “first” or “annual” appear in conjunction with the name of the conference or the title of the publication or if multiple successive issues show that the publication is continuing in nature.

b) Catalog as monographs those conference publications that are not ongoing or that:

i) have a title<sup>2</sup> unique to each issue appearing on the chief source, and/or

ii) are issued as part of a numbered monographic series.

Once the decision to catalog as a monograph or as a serial is determined based on the first—or earliest held—issue of a conference publication, prefer to retain that decision. When there is a change in the main entry for a conference publication cataloged as a serial, consider the publication to be “new” and decide whether to catalog it as a monograph or as a serial according to the above criteria.

4) *Supplements.* If the supplement can be used independently from the main resource, create a separate bibliographic record for it based on its type of issuance. For other situations, give a note about the material on the record for the main resource.

500 ## \$a Kept up-to-date by supplements.

Do not catalog a dependent supplement as a serial just because it has a stated frequency (e.g., an annual supplement to a monograph).

### 5) *Republications*

a) Republication of a serial: Generally, catalog a republication of a serial as a serial. However, catalog the following as a monograph:

A republication of a single issue or a limited number of issues

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<sup>2</sup>Such unique titles are usually dedicated to a particular topic and vary from issue to issue and conference to conference. Use judgment when determining if thematic or slogan-like phrases constitute unique titles and, therefore, warrant monographic treatment.

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A collection of bibliographically unrelated serials or articles.

b) Republication of a monograph: Catalog as a monograph.

c) Republication of an integrating resource: Catalog as a monograph or as an integrating resource based on the type of issuance of the republication.

6) *Printed travel guides. LC practice as of 2001*: When deciding whether to catalog a printed travel guide as a serial or as a monograph and there is no information about the likelihood that it will be continued indefinitely, apply the following guidelines:

a) Generally, catalog a travel guide as a serial if it is general in scope because such guides usually are continued indefinitely. “General in scope” means the guide contains a variety of current information, e.g., about where to go, where to stay, and what to do. Apply this policy to state, region, or country guides for the United States, to region or country guides for other countries, and to guides for major cities. If a numeric or chronological designation is not available, supply a chronological designation based on the publishing or copyright date (cf. LCRI 12.3C1).

b) In case of doubt, catalog as a monograph.

7) *Certain other printed resources*

After determining that the printed bibliographic resource

— is published in successive parts, and

— there is no information that the resource will be complete in a finite number of parts, and

— it isn't one of the resources noted in 1)-6) above, generally follow the decision to catalog as a monograph or as a serial for the specific categories in the two lists below. If the printed resource isn't represented by one of the categories below, catalog as a serial.

a) Catalog as monographs:

books “issued in parts” (fascicles)  
cartographic materials  
censuses  
encyclopedias  
hearings  
publications of five-year plans

b) Catalog as serials:

alumni directories  
college catalogs  
court reports

sales/auction catalogs  
session laws

### **Edition or Copy of Monograph**

When a new manifestation of an item reaches the cataloger, the question arises as to whether this is a copy of an earlier manifestation or an edition separate from the earlier manifestation needing its own bibliographic record. Consult the definition of “Edition” in Appendix D. If, according to this definition, two items are known to be two different editions, create separate records for each.

Also, consider that a new edition is involved whenever

- 1) there is an explicit indication of changes (including corrections) of content; or,
- 2) anything in the following areas or elements of areas differs from one bibliographic record to another: title and statement of responsibility area, edition area, the extent statement of the physical description area, and series area. (For an exception relating to CIP items, see below.)

Whenever the question relates to the publication, distribution, etc., area or to ISBNs, consider that the item is a copy if the only variation is one or more of the following:

- 1) a difference in the printing or copyright date when there is also a publication date;
- 2) a minor variation in an entity’s name. There are relatively few examples of this phenomenon, which arises when a publisher uses multiple forms concurrently. For example, “Duckworth” and “G. Duckworth” and “St. Martin’s” and “St. Martin’s Press” have been used at the same time by these publishers. A genuine name change, even if minor, should not be considered a variation;
- 3) the addition, deletion, or change of an ISBN;
- 4) a difference in binding; or,
- 5) a difference in the edition statement or the series whenever the item is a CIP book issued by the publisher in both a hardbound and a softbound version.

For variations in the publication, distribution, etc., area not covered by the preceding statements, consider that the item is a new edition. Noteworthy examples for the publication, distribution, etc., area are variations involving different places or entities transcribed or any difference in an entity’s name that is suggestive of a sequence of names used, with one used for some time and another at some point replacing the first. For example, “Harper & Brothers” becomes “Harper & Row,” “Doubleday, Doran” becomes “Doubleday.”

*N.B.* Rare books in general follow the same policy, with exceptions as necessary.



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## Change in Cataloging Decision: Monograph/Serial

At some point after one or more monograph bibliographic records has/have been created and another resource with the same choice of main entry and form of title proper is received for cataloging, determine if the resource should be cataloged as a serial to save the time of continuing to prepare separate monograph records. If the resource is a conference publication, see paragraph 3) in the section “Situations Requiring Further Consideration” above. Otherwise, consider the following aspects when making the decision to recatalog as a serial:

1) the resource should have a designation (e.g., date, numeric edition statement) that could be used as numbering;

2) the frequency of the editions is one to two years (give greater consideration to continuing to catalog as monographs if the editions are published three or more years apart).

If creating a serial record, use judgment when deciding whether to recatalog earlier issues (i.e., cancel the monograph records). If more than a few monograph records exist, generally do not recatalog; instead, add a note to the serial record saying that LC's earlier issues are cataloged as monographs.

500 ## \$a Issues for the 1993-1995 conferences cataloged  
as monographs. \$5 DLC

If it is determined that a resource cataloged as a serial changes title proper with each issue, catalog the next issue as a monograph; allow the earlier serial record to remain in the database. Link the two records with “Continues/Continued by” notes.

## Change in Type of Issuance

The publisher of a bibliographic resource may decide to change the type of issuance: monograph to integrating resource (e.g., issuing replacement pages to what had been a single-part monograph stored in a binder), monograph to serial (e.g., expanding the plan for the content of a multipart item so it no longer has a predetermined conclusion), serial to integrating resource (e.g., changing from publishing as successive issues to publishing as an updating Web site), etc.

Sometimes the cataloger will not have enough information at the time of creating the bibliographic record to determine the correct form of issuance. Information available later will indicate that the type of issuance represented by the bibliographic record isn't correct.

In order to accommodate the requirements for the distribution of MARC records by the Library's Cataloging Distribution Service and the Library's ILS restrictions on deletion of records in the database, follow the appropriate instruction given in the table below when the type of issuance of a resource has changed or more information shows that the original decision on type of issuance wasn't correct.

[Note: Final decisions have not yet been made for all of the categories. When the

information is available, this section of the LCRI will be posted on the CPSO public Web site (<http://www.loc.gov/catdir/cpsol/>) until the LCRI is reissued.]

**Initial Articles**

Transcribe initial articles as found: in the title and statement of responsibility area (see LCRI 21.30J for the guidelines on setting the non-filing indicator in relation to the title proper on MARC records), edition area, series area, and note area. For the publication, distribution, etc., area, generally do not transcribe articles preceding the name of the publisher, distributor, etc.

## 1.4F1. DATE OF PUBLICATION, DISTRIBUTION, ETC.

**Non-Gregorian Dates**

If the item gives both the Gregorian and the non-Gregorian dates, record only the Gregorian date.

**Later Publication Dates**

*LC practice:* If a U.S. trade publication has a publication date that is in the year following the year in which the publication is received, accept the later publication date as the date of the edition being cataloged. For example, if "2002" appears as the publication date on a publication received in 2001, give "2002" as the publication date.

**Library of Congress CIP Cataloging**

*LC practice:* For the cataloging of LC CIPs at the galley stage, take the date of publication from the year given in the "projected publication date" provided by the publisher on the CIP data sheet. At the CIP verification stage, adjust this information, if necessary, according to normal procedures for non-CIP and post-CIP cataloging.

## 1.4F2. DATE OF PUBLICATION, DISTRIBUTION, ETC.

**Printing Dates**

If a publication date is transcribed, e.g., from the prescribed source of information, and the item also contains a later date that represents the date the item was *first* manufactured, use the date of manufacture as the basis for inferring the true publication date (an item cannot be published until after it is manufactured). Such inferences must be bracketed, even when the inferred year of publication turns out to be the same as the stated date of manufacture. In all cases, introduce the resulting corrected date of publication with "i.e.," the whole enclosed by square brackets.

*title page:* 1986  
*verso of title page:* printed 1987  
*bibliographic record:* 1986 [i.e. 1987]

Dates of manufacture are normally indicated by explicit statements. In the case of GPO imprints, dates of printing are indicated implicitly by location:

1) dates found in numerical identifiers on signatures in U.S. Congressional documents (e.g., 70-7780-81-2, meaning printed in 1981, at the foot of p. 13 of a document) should be routinely taken as dates of printing.

*title page:* 1980  
*signature number:* 70-7780-81-2  
*bibliographic record:* 1980 [i.e. 1981]

2) dates found in GPO colophons should be routinely taken as dates of printing.

*title page:* 1986  
*colophon:* 1987  
*bibliographic record:* 1986 [i.e. 1987]

For the recording of printing dates additional to publication dates—when correction is not involved—see LCRI 1.4G4.

**Multiple Dates**

If the date on the item appears as a multiple date, give it as found. Follow it with the actual or approximate date as a correction within brackets.

1978/79 [i.e. 1979]  
 1978/1979 [i.e. 1978?]  
 1978/9 [i.e. 1978 or 1979]

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## 1.6. SERIES AREA

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- 2) Numbered statement of the name of the body from which the publication emanated
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- 2) Changes in numbering (addition, omission, etc.)

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#### **Introduction**

Transcribe in the series area the title of any comprehensive publication (monographic series, other serial, multipart item, integrating resource) of which the item is a part.

Unless a specific category is mentioned, the term "series" in any of the 1.6 LCRIs means any

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## 1.6

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of the comprehensive publications mentioned above.

### Organization of the LCRIs on Series

This general LCRI (1.6) addresses situations in which a series statement should be given in a bibliographic record. LCRI 1.6A2 gives information about sources for the series statement. LCRIs for 1.6B-C, E-H deal with the separate data elements given in a series statement. LCRI 1.6J includes information about some special situations in which more than one series statement is given. The intent is that these LCRIs deal with the series statement only as an area of bibliographic description; however, until a new introductory rule or LCRI is written for AACR2 Chapter 21, LCRI 1.6 and LCRI 1.6H will continue to include some information about the number of series headings appropriate to specific situations.

See AACR2 rule 21.30L and LCRI 21.30L for information about access points for series.

### Series Statement Present Only in Cataloging Data/Bibliography

*LC/PCC practice:* If the series statement appears only in cataloging data (foreign or domestic) in the item or in a bibliography, do not transcribe this information in the series area.

*LC practice: Exception:* If the series appearing in the cataloging data is classified as a collection in LC, transcribe the series statement without brackets; record in a note the source of the series statement.

500 ## \$a Series statement from cataloging data on t.p.  
verso.

### Series or Phrases

Distinguish between phrases that are true series and those that are not, with the latter sometimes included elsewhere in the bibliographic record (e.g., given as a quoted note) and sometimes not transcribed at all. A decision on series vs. phrase does not apply to such specific information as publishers' and plate numbers for printed music or publishers' stock numbers for sound recordings; such numbers are addressed in AACR2 rules 5.7B19 and 6.7B19.

*LC/PCC practice:* If a decision concerning the phrase has not been recorded in the national authority file, base the current decision primarily on judgment. The guidelines below apply to some common situations; it is *not* a closed list. Generally, make SARs for categories 1) through 5).

1) If the phrase is essentially an unnumbered statement of the name of the body from which the item emanates, reject it as a series. Give the phrase as a quoted note if the name of the emanating body is not given elsewhere in the bibliographic record (e.g., in the publication, distribution, etc., area; in a note for the issuing body).

*in source:* An American Astronautical Society Publication

260 ## \$a San Diego, Calif. : \$b Published for the  
American Astronautical Society by Univelt, \$c  
1992.

*(Reject the phrase as a series; do not give it as a quoted note)*

*in source:* An Evangelical Theological Society Publication

260 ## \$a Grand Rapids : \$b Zondervan, \$c 1987.  
500 ## \$a "An Evangelical Theological Society  
publication."

*(Reject the phrase as a series; give it as a quoted note)*

2) If the phrase is essentially a *numbered* statement of the name, initialism/acronym, or part of the name of the body from which it emanated and that body is not a commercial publisher, transcribe the information in the series area.

*in source:* Buckinghamshire Record Society No. 21

4XX \$a Buckinghamshire Record Society ; \$v no. 21

*in source:* HAZ 6

4XX \$a HAZ ; \$v 6

3) If the phrase is essentially a numbered/unnumbered statement of the commercial publisher or includes a sub-imprint name or name of a subsidiary, a division, etc., of a publishing firm, reject it as a series. Give the phrase as a quoted note if the name is not given in the publication, distribution, etc., area.

*in source:* DAW Books No. 761

260 ## \$a New York : \$b DAW Books, \$c 1991.

*(Reject the phrase as a series; do not give it as a quoted note)*

*in source:* A Raccoon Pamphlet

260 ## \$a Memphis, Tenn. : \$b Raccoon Books, \$c 1982.

*(Reject the phrase as a series; do not give it as a quoted note)*

*in source:* An Interscience publication

260 ## \$a New York : \$b Wiley, \$c 1993.

500 ## \$a "An Interscience publication."

*(Reject the phrase as a series; give as a quoted note)*

4) If the phrase includes the name of an in-house editor or the name or designation of some other official of the firm, etc., reject it as a series. Give the phrase as a quoted note.

500 ## \$a "A Helen and Kurt Wolff book."

## 1.6

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5) If a named lecture series appears on the item as a series title, i.e., it is not extracted from another context (e.g., other title information, prefatory material) *and* it has or is likely to have data that remain constant from issue to issue, treat the name of the lecture series as a series title. In case of doubt, do not treat the name as a series. If the name is rejected as a series, record the name in the title and statement of responsibility area or give the name with associated data in a quoted note.

245 10 \$a From morality to religion : \$b being the  
Gifford lecture delivered at the University of  
St.Andrews, 1938 / \$c ...

245 10 \$a Lincoln—an immortal sign \$h [sound recording]  
: \$b the first lecture in the Lincoln  
sesquicentennial lectures, The enduring Lincoln  
/ \$c ...

500 ## \$a "Stephanos Nirmalendu Ghose lectures on  
comparative religion, 1972-73"--3rd prelim. p.

6) Do not treat as a series a number that cannot be associated with a series title. Generally, do not treat as a series a combination of letters or letters and numbers that cannot be associated with a series title if there is evidence that the combination is assigned either to every item the entity issues for control purposes or to certain groups of items for internal control or identification. Give the information as a quoted note; do not give the note on a bibliographic record for a serial.

500 ## \$a "UC-13. "  
500 ## \$a "CRN 780206-00050. "  
500 ## \$a "SP-MN. "

7) If the phrase is a slogan, motto, prize, etc., reject it as a series. Give it as a quoted note if it appears on the chief source.

*in source:* 25 años de paz  
(Reject the phrase as a series)

*in source:* 50-letiiū pobedy posviāshchaetsiā  
("Dedicated to the 50th anniversary of the victory")  
(Reject the phrase as a series)

*in source:* Workers of the whole world, unite!  
(Reject the phrase as a series)

*in source:* Premio Casa de las Américas 1994  
(Reject the phrase as a series)



8) If an unnumbered genre/characterizing word in the singular form or plural form having singular meaning (e.g., "Novel," "Mystery," "Témoignage," "Essai," "Piano solo," "Graphics," "Multimedia") appears only on the cover or container, reject it as a series. Generally, do not give it as a quoted note.

9) If an unnumbered phrase indicating a broad subject or category (e.g., "Computers," "Etiquette," "Contemporary history," "Educational software") appears only on page 4 of cover or the flaps or on container, reject it as a series; the phrase is provided by the publisher/manufacturer for retail stores, etc. Do not give it as a quoted note.

10) If the publisher's listing is subdivided into broad categories, generally do not consider the captions to be series titles unless (a) the same phrases appear elsewhere in the item as series titles, (b) the phrases include a word such as "series," "library," "collection," etc., or (c) there is other evidence of intent to consider the captions to be series titles (e.g., the titles listed under each caption are numbered sequentially). Do not give as quoted notes.

*in source:* Romans et nouvelles  
                   (listing of six titles with authors -- no numbering)  
                   Théorie et essais  
                   (listing of four titles with authors -- no numbering)  
                   (Reject both captions as series titles: words do not  
                   appear elsewhere as series titles)

*in source:* Vocal solos  
                   (listing of nine titles --- no numbering)  
                   Choral arrangements  
                   (listing of ten titles --- no numbering)  
                   Dance orchestrations  
                   (listing of three titles -- no numbering)  
                   (Reject all captions as series titles: words do not  
                   appear elsewhere as series titles)

## Republications

When cataloging a republication, transcribe in the series area a series statement relating only to the republication.

4XX	\$a Pierpont Morgan Library music manuscript reprint series	
4XX	\$a Reprints in Canadian history	

In the bibliographic history note, transcribe, in parentheses, a series statement for the original series only if the original series statement was also reproduced in the republication. (Cf. LCRI 2.7B7)

### Selected Issues of Periodicals Published Separately

Several publishers (e.g., Haworth Press, Pergamon Press) publish separate hardcover or softcover editions of *selected* issues of their periodicals.

*LC/PCC practice:* Do not consider such a separately published issue to constitute an integral part of the periodical, i.e., do not consider it an analyzable issue of the periodical. In the bibliographic record for the separately published issue, give the pertinent information as a note, not as a series statement. (Cf. LCRI 21.30G for the related work added entry.)

500 ## \$a Published also as v. 17, no. 1/2, 1993 of the  
Cataloging and classification quarterly.

### Supplements and Special Numbers to Serials

*Numbered supplements.* Treat a numbered supplement to a serial as a series.

*in source:* Supplement to Word  
monograph number 3  
4XX \$a Supplement to Word ; \$v monograph no. 3

*in source:* Journal of Ultrastructure Research  
Supplement 7  
4XX \$a Journal of ultrastructure research. \$p  
Supplement ; \$v 7

*Special numbers and unnumbered supplements*

*LC/PCC practice:* Do not treat a special number or an unnumbered supplement to a serial as a series. Give the information in a note if it is not already recorded in the title and statement of responsibility area. (Cf. LCRI 21.30G for the related work added entry.)

500 ## \$a Special number of Malaysian journal of  
tropical geography.

500 ## \$a "Supplemento all'Annuario statistico  
italiano"—T.p. verso.

500 ## \$a "Allegato al n. 7/85 di Musica jazz."

(*Note:* A supplement that is numbered only in relation to a particular number of a serial (e.g., supplements 1 and 2 to v. 10, no. 1 of the serial) is considered to be unnumbered since there isn't a separate numbering system for that supplement.)

### Series Title Grammatically Connected to Title of Item

*LC/PCC practice:* If the series title is grammatically linked to the title of the item being cataloged, do *not* separate the series title from the latter. Record the grammatically-linked title as

the title proper of the item; record information in the series area only if the series title is presented separately in another source in the item.

*title on t.p.:* Case Presentations in Heart Disease

*another source lists titles:* Case Presentations in Arterial Disease,  
Case Presentations in Clinical Geriatric Medicine, Case  
Presentations in Endocrinology and Diabetes, Case  
Presentations in Gastrointestinal Diseases, etc.

*no source in item giving series title "Case Presentations" separately*

100 1# \$a Mackintosh, Alan.

245 10 \$a Case presentations in heart disease  
(no 4XX field)

## Motion Pictures, Television Programs, and Videorecordings

*Note:* LC uses the cataloging manual *Archival Moving Image Materials* for its moving image materials cataloging. This manual has different guidelines than those in AACR2 about the choice and construction of titles proper and series titles.

*PCC practice:* Use AACR2 when cataloging motion pictures, television programs, and videorecordings. Do not request changes in LC's bibliographic records for motion pictures, television programs, and videorecordings.

## One or Several Series Headings

### 1) *Language editions*

a) *Numbered series.* Distinguish between series that are issued in two or more parallel editions, i.e., complete editions in each language for which separate records and the use of uniform titles (cf. AACR2 25.3C3) are appropriate and those that are issued variously in two or more languages but for which no separate editions of the series exist in any language. If no separate editions exist, establish a single heading, basing it on the first item in the series; if the first item is not available, base the heading provisionally on the earliest item available. If the first/earliest item itself is issued in several languages, choose the language of the title proper of the series according to the provisions of AACR2 1.0H. In case of doubt, assume that a single edition exists.

b) *Unnumbered series.* *LC/PCC practice:* If the language of the title of the series varies, generally establish separate headings for each language form and connect the headings by simple see also references. Do not assign AACR2 25.3C uniform titles.

### 2) *Changes in numbering (addition, omission, etc.)*

a) *Single series.* Consider that a single series exists if

(1) a numbered series has some random issues lacking numbering;

## 1.6

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(2) a series first issued as unnumbered later has numbers and the numbering system takes into account the previous unnumbered issues (e.g., the first ten issues were published without numbering; numbering starts with "volume 11").

(3) a numbered series begins a new sequence of numbering either with or without wording such as "new series." (See 1.6G1 and its LCRI.)

b) *Multiple series*. Consider that multiple series exist if

(1) an unnumbered series becomes numbered and the numbering system excludes the previous unnumbered issues;

(2) a numbered series becomes unnumbered.

c) In case of doubt, consider the series to be a single series until other differing information is available.

---

1.6G. NUMBERING WITHIN SERIES

## TABLE OF CONTENTS

**General****More Than One System of Numbering****Numbering Combined with One or More Letters****Numbering Consisting of a Full/Partial Indication of Year and Numeral****Parallel Titles and Numbers****Editions with Identical Series Numbering****Inferred Numbering****Numbering Present Only in Cataloging Data/Bibliography****Numbering of and within a Specific Activity, Event**

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**General**

See AACR2 rule 21.30L and LCRI 21.30L for information about recording numbering in access points for series.

See the LCRI for appendix B.5 for information related to substituting a found abbreviation with a different prescribed abbreviation.

*LC/PCC practice:* If an ordinal number is abbreviated, record that abbreviated form.

*LC practice:* Record superscript letters "on the line" (e.g., "n<sup>o</sup>." as "no." or "2<sup>ème</sup>" as "2ème") as stated in LCRI 1.0E, "Super/Subscript Characters" section.

**More Than One System of Numbering***Option Decision*

*LC practice:* Generally, record all separate systems of numeric designations in the series statement. *Note:* Consider a series to have more than one *system* of numbering only if there is a one-to-one relationship between each numeric system and the item itself.

---

*in source:* Band 6 Nummer 2  
3. Jahrgang  
Nummer 32

4XX \$a \_\_\_\_\_ ; \$v Bd. 6, Nr. 2 = Nr. 32  
*not* 4XX \$a \_\_\_\_\_ ; \$v Bd. 6, Nr. 2 = 3. Jahrg. =  
Nr. 32

*(not a one-to-one relationship between "3. Jahrgang" and items in series)*

*in source:* new series 5 (94)  
*(i.e., 5 in new series, whole number 94)*

4XX \$a \_\_\_\_\_ ; \$v new ser., 5 = 94

### **Numbering Combined with One or More Letters**

If the number is combined with one or more letters, generally transcribe the letter(s) as part of the numbering unless the letter(s) is (are) transcribed at the end of the title proper (cf. LCRI 1.6B).

### **Numbering Consisting of a Full/Partial Indication of Year and Numeral**

If the numeral is combined with a full or partial indication of a year, determine if the year is the publication date or if the year is serving as a volume number and the numeral is a sequential number within that year. If the year is the publication date, omit the year information when transcribing the number. If the year is serving as a volume number (cf. rule 12.3C4), give the year before the number. In case of doubt, assume that the year is serving as a volume number.

*in source:* 1-1996  
*(year is publication date)*  
4XX \$a \_\_\_\_\_ ; \$v 1

*in source:* 1-1995  
*(year is serving as volume number)*  
4XX \$a \_\_\_\_\_ ; \$v 1995-1

*in source:* 94/1  
*(year is serving as volume number)*  
4XX \$a \_\_\_\_\_ ; \$v 94/1

### **Parallel Titles and Numbers**

*LC/PCC practice:* If parallel titles are being recorded and the numbering also appears in more than one language or script, record each number after the title proper/parallel title to which it relates. If the number appears only once, record it after the title it linguistically matches or after the last title if it matches all, more than one, or none of the titles.

4XX \$a Veröffentlichungen mittelalterlicher  
Musikhandschriften ; \$v Nr. 20 = \$a Publications  
of mediaeval musical manuscripts ; \$v no. 20

---

4XX    \$a Tutkimuksia ; \$v n:o 56 = \$a Undersökningar =  
\$a Studies

4XX    \$a Carte / Commission géologique du Canada = \$a Map  
/ Geological Survey of Canada ; \$v 1665A

### **Editions with Identical Series Numbering**

When a revised edition of an existing work or an edition of an existing work (e.g., translation) is issued by the same publisher in the same series, the publisher may assign a new series number or the original series number to the revision, translation, etc. In the latter case, proceed as if no duplication of numbering exists.

*LC practice:* If the series is classified as a collection, distinguish the related editions from each other by adding the date of publication to the call number of the edition published later.

### **Inferred Numbering**

If the item being cataloged lacks a number but the other volumes in the series given in the publisher's listing have numbers, generally infer that the volume being cataloged is the next number in the series; record that number in the series statement in brackets. In case of doubt, consider the item to be unnumbered and the series to be "numbered/unnumbered."

### **Numbering Present Only in Cataloging Data/Bibliography**

If the series numbering appears only in cataloging data (foreign or domestic) in the item or in a bibliography, do not transcribe this information in the series statement.

*LC practice: Exception.* If the series appearing in the cataloging data is classified as a collection in LC, transcribe the numbering without brackets; record in a note the source of the numbering.

### **Numbering of and within a Specific Activity, Event**

*LC/PCC practice:* Do not include the numbering of the activity, event, etc., in subfield \$v with the volume numbering relating to the sequencing of the publications from that activity, event, etc. Record the numbering of the activity, event, etc., as part of the series title if it appears as part of the title on the item; if the numbering of the activity, event, etc., is included in the statement of responsibility for the series on the item, record it as part of the statement of responsibility in the series area if recording that data element.

4XX    \$a Atti del XXIV Congresso internazionale di storia  
dell'arte ; \$v 7

4XX    \$a Mis. doc / 49th Congress, 1st Session, Senate  
; \$v no. 82

## **1.6G**

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(See LCRI 21.30L for specific instructions about added entries for U.S. congressional publications.)



1.6G3. CHRONOLOGICAL DESIGNATION.

*Option Decision*

*LC practice:* Do not apply the option.

|  
|  
|

**1.6H7. ISSN OF SUBSERIES**

*LC practice:* If the ISSN of the subseries is unknown but that of the main series is known, add the ISSN of the main series as follows:

4XX    \$a Main series, \$x ISSN ; \$v no. \$a Subseries ;  
         \$v no.

## 1.7B23. ITEM DESCRIBED.

**Serials and Integrating Resources**

See LCRI 12.7B23.

**Multipart Items**

Include the publication date of the part in the note.

500 ## \$a Description based on: v. 3, published in 2001.

*LC/PCC practice for multipart items:* Do not add a “Latest part consulted” note when later parts are received. When the first part is received, remove the “Description based on” note and modify the description as needed.

*LC practice:* When cataloging a part earlier than the part listed in the “Description based on” note but not the first part (e.g., description based on v. 3 and v. 2 is now being cataloged), compare the bibliographic data elements on that part to the description in the record. If there is a difference, modify the description as needed, give notes and access points as needed for information from the later part, and change the part numbering in the “Description based on” note.

## 12.0. GENERAL RULES.

## TABLE OF CONTENTS

**Serials Issued in Cumulations****Serials Issued in Parts****Reprinted Issues of Non-Newspaper Serials****Newspapers****Loose-Leaf Services**

1) Pamphlets/paperbacks

2) Sections with independent numeric or chronological designations

3) Transfer volumes

**Updating Web Sites****Change in Issuance****Serials Issued in Cumulations**

Some serials issued in cumulations have a publication pattern whereby the individual issues for a certain period are rearranged, corrected, and perhaps expanded and reissued as a cumulation that may or may not have the same title as the individual issues. The contents of the individual issues and the cumulation are basically the same. However, these cumulations should not be confused with other serials that are publications with different frequencies and entirely different contents although the titles may be the same, e.g., an annual publication that gives the total figures for the year but does not include the monthly figures that appeared in the individual monthly issues. Separate records are generally made for these latter publications unless the numbering system ties them together.

Below are some criteria that can be used to determine when separate records should be made for such cumulations.

1) Separate records are generally made if

a) the individual issues and the cumulation have the same title but have different numbering systems, e.g., the individual issues have numeric designations but the cumulation has only a chronological designation.

245 00 \$a Law book guide.  
362 0# \$a Vol. 1, no. 1 (Jan. 1973)-  
(*Monthly, except July and August*)

245 00 \$a Law book guide.  
362 0# \$a 1973-  
(*Annual*)

## 12.0

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b) the individual issues and the cumulation have different titles and separate numbering systems.

245 00 \$a Index medicus.  
362 0# \$a New ser., v. 1, no. 1 (Jan. 1960)-  
*(Monthly)*

245 00 \$a Cumulated Index medicus.  
362 0# \$a Vol. 1 (1960)-  
*(Annual)*

2) Separate records are generally *not* made if

a) the individual issues and the cumulation have a continuous numbering system; the cumulation may or may not have a different title.

245 00 \$a International nursing index.  
362 0# \$a Vol. 1, no. 1 (Jan. 1966)-  
*(Quarterly; the first three issues called v. 1, no. 1-3; the fourth issue, an annual cumulation, called v. 1, no. 4)*

130 0# \$a Quarterly economic review (European Bank for Reconstruction and Development  
245 00 \$a Quarterly economic review / \$c European Bank for Reconstruction and Development.  
246 1# \$i Year-end issue replaced by: \$a Annual economic review  
310 ## \$a Quarterly  
362 0# \$a June 1992-

b) the individual issues and the cumulation have the same title, have only chronological designations, and the cumulation is published in lieu of the last individual issue.

110 2# \$a Library of Congress.  
245 10 \$a Library of Congress name headings with references.  
362 0# \$a Jan./Mar. 1974-  
*(Quarterly; the first three issues called Jan./Mar. 1974-July/Sept. 1974; the fourth issue, an annual cumulation, called 1974)*

3) Whenever in doubt, prefer separate records.

## Serials Issued in Parts

For serials issued in parts, the criteria listed below can be used to determine when separate records are made and when they are not.

### 1) Separate records are generally made if

a) the individual parts are unnumbered or otherwise undesignated as parts of one serial.

```
110 2# $a Singapore Airlines.
245 10 $a Annual report. $p Operating review.
```

```
110 2# $a Singapore Airlines
245 10 $a Annual report. $p Financial report
      (The operating review and the financial report
      are two parts that make up the airline's
      annual report)
```

b) the individual parts have their own numbering system.

```
245 00 $a Chemical abstracts. $p Chemical substance
      index.
```

```
362 0# $a 101 CS1 (Jan.-June 1984)-
```

```
245 00 $a Chemical abstracts. $p Formula index.
```

```
362 0# $a 101 F1 (July-Dec. 1984)-
```

```
245 00 $a Journal of polymer science. $n Part A, $p
      General papers.
```

```
362 0# $a Vol. 1, no. 1 (Jan. 1963)-
```

```
245 00 $a Journal of polymer science. $n Part B, $p
      Polymer letters.
```

```
362 0# $a Vol. 1, no. 1 (Jan. 1963)-
```

c) the parts can be purchased separately.

### 2) Separate records are generally *not* made if

a) the individual parts do not have a numbering system that relates to the serial as a whole.

245 00 \$a U.S. physicians reference listing.  
362 0# \$a 1974-

*(Each directory is published in ten volumes  
and a reference volume and numbered v. 1-  
11)*

245 00 \$a Who's who in computers and data processing.  
362 0# \$a 1971-

*(Issued in three volumes: v. 1, Systems  
analysts and programmers; v. 2, Data  
processing managers and directors; v. 3, Other  
computer professionals)*

b) the parts have a continuous pagination or enumeration.

245 00 \$a Journal of the Indian Institute of Science.  
*(Issued in three sections: Section A = Vol. 59,  
no. 1, 3, 5, 7, 9; Section B = Vol. 59, no. 2, 6,  
10; Section C = Vol. 59, no. 4, 8, 12)*

245 00 \$a Inorganica chimica acta.  
*(Issued in three sections: Articles and letters  
= Vols. 96-105; Bioinorganic chemistry  
articles and letters = Vols. 106-108; F-block  
elements articles and letters = Vols. 109-110)*

c) the parts cannot be purchased separately.

d) the parts appear to be designed to be used together.

3) Whenever in doubt, prefer separate records.

### **Reprinted Issues of Non-Newspaper Serials**

1) Separate records are generally made for reprinted serials if the reprinted issues are published by a publisher not responsible for the original.

2) Separate records are generally not made for reprinted serials if the serial issues are reprinted by the publisher of the original. If these issues carry a different or an additional title, add a note on the record for the original and provide an added entry.

246 1# \$i Some issues reprinted with title: \$a  
Geography research forum

246 1# \$i Some vols. reissued with cover title: \$a  
Amica news bulletins, \$f <1971-1983>

*LC practice.* When the Library of Congress acquires reprinted issues of a serial title to fill in gaps in its holdings of the original, a separate bibliographic record for the reprinted issue(s) will not be created.

See LCRI 1.0 for guidelines about cataloging a reprint of serial issues as a serial or as a monograph. See LCRI 12.0B1 for information about the basis of description for reprints of printed serials.

## Newspapers

*LC practice:* LC's records for U.S. newspapers in microform follow the guidelines of the United States Newspaper Program (USNP). USNP is not required to follow the CONSER practice of creating separate records for U.S. titles in microform, but generally uses the "master record convention" to account for the various physical forms in which a newspaper is held. The bibliographic record describes the newspaper as it was originally published. The physical format, whether original newsprint, microform, or reprint, is described in the Copy Field of the OCLC local data record.

Because the USNP record provides a description only for the newspaper as originally published, 533 fields are not included in the bibliographic record. To fulfill one aspect of its national role, LC will add any important access points related only to a microform to the USNP record justified by a 500 note (because 533 fields are not included). The most likely access point will be the title of the series (830 field) in which the microform is published. The 500 note will be a general one (e.g., "Microform produced by \_\_\_\_\_ published in series: \_\_\_\_\_"); the span of holdings in that series will not be given.

## Loose-Leaf Services

A loose-leaf service is a publication issued in several component parts, often in a combination of updating loose-leaf and bound volumes containing both primary and secondary source material. Sometimes a loose-leaf service is called a reporter.

*LC practice:* Generally, create only one bibliographic record for the service as a whole; consider the service as a whole to be an integrating resource. In a note, list the component parts in enough detail to identify them. Give any volume designation that is found on a part. Optionally, include numeric or chronological designations of newsletters, bulletins, etc., within the service.

```
500 ## $a The reporter contains binders: Current
      developments; Monographs; State solid waste--
      Land use; Federal laws; Federal regulations;
      State water laws; State air laws; Mining;
      Decisions (later published in bound volumes as
      Environment reporter. Cases).
```



500 ## \$a The service is divided into five parts:  
Treatise / by Jacob Mertens, Jr., and others  
(v., loose-leaf); Code, current volume (loose-  
leaf) and bound volumes, 1954-1958-; Code  
commentary (v., loose-leaf); Regulations,  
current volume (loose-leaf) and bound volumes,  
1954-1960- ; Rulings, current volume (loose-  
leaf) and bound volumes, 1954-1957-

If a component is lacking, give such information in a note.

500 ## \$a Library of Congress lacks section: Mining. \$5  
DLC

If, by exception, separate records are being created for the component parts, identify each part as an updating loose-leaf, multipart item, etc., and catalog it accordingly. In a note, indicate the relationship to the parent loose-leaf service and give a related work added entry for the loose-leaf service.

#### 1) Pamphlets/paperbacks

Current information of temporary or permanent value may be published also in pamphlet or paperback form and be distributed to subscribers of a loose-leaf service as part of the subscription. Such publications are keyed to a section or a service or to several services. In addition to individual, distinctive titles, they carry also the title of the service and the numbering of a section of the service (usually a supplementary bulletin, to which is added a further distinguishing characteristic such as the words "Extra," "Section 2," etc. (e.g., "Bulletin 35, Extra" or "Report bulletin 24, Volume LIII (Section 2)").

*LC practice:* Although these publications are often indexed in the service, they are unsuitable for filing into the service. If such a publication is considered of permanent value, create a separate record. Because a pamphlet or paperback may be distributed to more than one service, do not include a note in the bibliographic record indicating a relationship to the loose-leaf service and do not give an added entry for the service.

At first, these publications may appear to be volumes in a monographic series because there is a comprehensive title (the title of the loose-leaf service), a type of numbering, and a volume title. To avoid confusion, create a series-like phrase series authority record; use the titles of the service and of the section of the service in the heading and give instructions for handling the materials in a note.

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*series authority record*

130 #0 \$a Tax ideas. \$p Bulletin

667 ## \$a A separately numbered section of the loose-leaf service "Tax ideas." Bulletins issued in loose-leaf format are filed as a section of the parent loose-leaf. Catalog separately any material published in pamphlet or paperback form that carries the additional designation "Section 2;" do not indicate a relationship to the parent loose-leaf and do not give an added entry for the parent loose-leaf.

2) *Sections with independent numeric or chronological designations: bulletins, newsletters, etc.*

Latest developments in a particular field are often reported and analyzed in special sections of a loose-leaf. These sections are typically called Bulletin, Newsletter, Report bulletin, Report, etc., and are for the most part indexed in the loose-leaf. They carry a numeric or chronological designation of their own. Information of permanent value from these sections is often later included in the main text and old issues can be periodically discarded or transferred.

*LC practice:* Do not create a separate record for such a section. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of any separately numbered and separately titled section. Give an appropriate added entry for the section.

500 ## \$a Includes separately numbered section: Report bulletin.

500 ## \$a Includes separately numbered bulletin: Criminal law advocacy reporter.

3) *Transfer volumes*

A transfer volume is a bibliographic unit containing material of a permanent nature originally issued as a section or binder of a loose-leaf service. The material is transferred from the loose-leaf mode by one of the following methods: the material is reissued by the publisher in bound form and sent to the subscriber as part of a subscription or made available for separate purchase; the material is transferred from the original loose-leaf mode to permanent binders (sometimes supplied by the publisher) or bound separately by the subscriber.

*LC practice:* Generally, do not create a separate bibliographic record for the transfer material. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of transfer material of permanent value. If the transfer section has a title of its own or acquires a title of its own in its transferred/bound stage, cite the title in the note and give an added entry.

500 ## \$a Material of permanent value is removed periodically and bound in separate volume.

500 ## \$a Material of permanent value is transferred from time to time to storage binders.

500 ## \$a Prebound, separately numbered volumes with title Administrative law decisions, containing reports of decisions of the Administrative Appeals Tribunal, periodically replace the reports and decisions in the section entitled Administrative law decisions.

If a separate bibliographic record is created for the transfer material, include a note explaining the relationship to the updating loose-leaf.

245 00 \$a Environment reporter. \$p Cases.

500 ## \$a These volumes replace the opinions published in loose-leaf format in the "Decisions" binder of Environment reporter.

### **Change in Issuance**

For LC practice when a monograph or serial becomes an integrating resource, an integrating resource becomes a serial, etc., see LCRI 1.0.

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21.2A. CHANGES IN TITLES PROPER. DEFINITION.*LC/PCC practice*

Apply this rule and LCRI only to serials (including monographic series).

*General guidelines*

1) When determining if there has been a major change or a minor change on a subsequent issue or part, compare the title on that issue or part (1) to the title proper recorded in the title and statement of responsibility area in the serial bibliographic record, or (2) to the title proper recorded in the heading of the series authority record for a monographic series or other serial.

2) Multiple minor changes in the title do not equal a major change.

In applying category a) of 21.2A2, consider that “one spelling vs. another” applies both in the case of ordinary orthographic variations and in the case of official orthographic changes. Consider that “a change in grammatical form” includes singular vs. plural, adjective vs. noun, and genitive vs. nominative.

In applying category c), if the change is in the name of a body that is part of the title proper and the change requires the creation of a new heading for the body (cf. 24.1C), consider such a change to be a major change. Consider the presence or absence of the name of the official of the body to be a minor change. Consider the presence or absence of the body to whom a publication is presented to be a minor change.

For category e), also consider the situation to apply when the title is given in more than one script. Do not consider there to be a major change if the addition of the title in another language or script on a later issue would affect the choice of title proper if the description were based on that issue.

For category g), also consider the situation to apply when the language of the title varies according to the language of the text.

For categories e) and g), consider that there has been a major change if there is evidence that the publisher intentionally changed the title; such evidence may include, for example, a statement by the publisher or a new ISSN printed on the publication.

In applying category h), consider that “a list” means at least three terms.

For category i), the Joint Steering Committee for the Revision of AACR, at its September 2002 meeting, approved the following revision (addition of “rearrangement”) to category i) and also approved the early implementation of this revision in the United States:

i) the addition, deletion, or rearrangement anywhere in the title of words that indicate the type of resource such as “magazine,” “journal,” or “newsletter” or their equivalent in other

## 21.2A

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languages.

In applying category i), note that the change from one word to another (e.g., the change from “magazine” to “journal”) is a major change. The word “series” does indicate a type of resource. A word denoting frequency (e.g., “monthly”) does not indicate a type of resource.

## 21.2B2. MONOGRAPHS IN MORE THAN ONE PHYSICAL PART.

*Change in LC/PCC policy:* Create one record for both numbered and unnumbered multipart items. Prior to Dec. 1, 2002, separate series authority records were made for unnumbered multipart items when the title proper changed; do not change or condense any records created before Dec. 1, 2002.

*LC practice:* Follow rule 1.0H2 and always use the first part if possible as the basis of the description for the collected set bibliographic record or as the basis of the heading in the series authority record. If that is not possible, use the first part that is available; in the collected set bibliographic record, make a “Description based on” note (see rule 1.7B23 and its LCRI).

**21.3A2. CHANGES OF PERSONS OR BODIES RESPONSIBLE FOR A WORK. MONOGRAPHS. [New]**

*Change in LC/PCC policy:* Create one record for both numbered and unnumbered multipart items. Prior to Dec. 1, 2002, separate series authority records were made for unnumbered multipart items when the responsible person or body changed; do not change or condense any records created before Dec. 1, 2002.

*LC practice:* Follow rule 1.0H2 and always use the first part if possible as the basis of the description for the collected set bibliographic record or as the basis of the heading in the series authority record. If that is not possible, use the first part that is available; in the collected set bibliographic record, make a “Description based on” note (see rule 1.7B23 and its LCRI).

## 21.3B. CHANGES OF PERSONS OR BODIES RESPONSIBLE FOR A WORK. SERIALS AND INTEGRATING RESOURCES.

### Remote Access Electronic Resources

*Original URI (Uniform Resource Identifier) is still active but the original resource is no longer available.* If the resource located at the URI represents a completely different resource from that described in the bibliographic record (i.e., for an integrating resource, not just a subsequent iteration of that resource), make a new entry for the new resource now at the original URI. *LC practice:* See LCRI 9.7B for guidelines about updating the bibliographic record for the original resource.

### Serials

*LC/PCC practice:* Listed below are other conditions for making a new entry for a serial.

1) The title of a serial used as the uniform title heading on an entry for a translation changes.

130 0# \$a Inzhenernyĭ zhurnal. Mekhanika tverdogo tela.  
\$l English.

245 10 \$a Mechanics of solids.

130 0# \$a Izvestiia. Mekhanika tverdogo tela. \$l English.

245 10 \$a Mechanics of solids.

2) The physical medium in which the serial is issued changes as expressed in the specific material designation in the physical description area (not a reproduction or the same serial in another manifestation, e.g., a braille edition). Such a change could be from paper to microfiche, from paper to online, etc.<sup>1</sup>

245 00 \$a New Zealand national bibliography.  
(*Issued only in paper copy through Nov. 1983*)

130 0# \$a New Zealand national bibliography (Microfiche)

245 00 \$a New Zealand national bibliography.  
(*Issued Dec. 1983- only in microfiche; not a microfiche edition of paper copy issues*)

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<sup>1</sup>For an electronic resource, also make a new record if the change is from CD-ROM to DVD-ROM.



## 21.3B

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130 0# \$a Serials directory (Birmingham, Ala.)  
245 04 \$a The serials directory.

*(Continued by CD-ROM edition)*

130 0# \$a Serials directory (Birmingham, Ala. : CD-ROM  
ed.)  
245 04 \$a The serials directory \$h [electronic resource].

3) The edition statement changes (see rule 12.1F1) and the change indicates a change in subject matter or a change in physical medium.

### **Integrating Resources**

*LC/PCC practice:* If the edition statement changes (rule 12.1F1), make a new entry according to the following guidelines:

*Updating loose-leaves:* Make a new entry only if there is a new base volume (i.e., an in toto replacement edition). Do not make a new entry for a gradual replacement edition (i.e., the author or publisher considers the publication to be a new edition and issues a replacement title page with a new edition statement but does not issue a new base volume); give a note about the new edition statement (see LCRI 12.7B9.2).

*Updating remote access electronic resources:* Make a new entry only if the resource described in the existing record continues to exist as a resource separate from the new resource to be cataloged.

## 21.30L. SERIES.

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**Option Decision****Series Added Entry Guidelines****Form of Series Added Entries****Multipart Item in a Series****Integrating Resource in One or More Series****Republications****Numbering Grammatically Integrated with Series Title****More Than One System of Numbering****Numbering Errors****Number Preceded by One or More Letters****Numbering for Publications of the U.S. Congress****Main Series and Indirectly Entered Subseries**

- 1) Main series is unnumbered
- 2) Main series is numbered
- 3) Hierarchy of numbered and unnumbered main series/subseries

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Unless a specific category is mentioned, the term "series" in this LCRI means any of these comprehensive items: monographic series, other serial, multipart item.

See AACR2 rules for the series area (1.6 ff.) and related LCRIs for information about series statements.

**Option Decision**

*LC practice:* Apply the optional provision for adding the numeric, etc., designation of the series in the series added entry. Give it in the form established in the series authority record.

## 21.30L

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### Series Added Entry Guidelines

*LC practice:* Make added entries for all analyzed series established after August 31, 1989. For series established before September 1, 1989, do not change decisions calling for not tracing.

All the material in the remainder of this LCRI assumes the series decision recorded on the series authority record is to "trace" the series.

### Form of Series Added Entries

Although a series statement may include a parallel title (1.6C), other title information (1.6D), a statement of responsibility (1.6E), or an ISSN (1.6F), the heading for a series consists only of one of the following: a title proper, a uniform title heading, a name heading/title proper, or a name heading/uniform title.

There are two ways to accommodate series added entries in the MARC record:

- 1) derive a series added entry from the series statement: 440 field (Series statement/Added entry--Title);
- 2) record a series added entry in a field defined for that purpose: 8XX (Series added entries).

*LC practice:* Derive a series added entry (tag the 4XX field as 440) if the series statement and the numbering (if the series is numbered) are in exactly the same form as the series heading and form of numbering on the series authority record. Also derive a series added entry if the only difference between the series statement and the established heading/form of number is one or more of the following conditions:

- 1) the presence of an initial article;
  - a) set the non-filing indicator for an article at the beginning of the series area according to the guidelines stated for the title proper in the 245 section of LCRI 21.30J;
  - b) do not derive a series added entry if the subseries title (including a subseries title preceded by a numeric or alphabetic designation) begins with an article—cf. LCRI 25.5B;
- 2) the presence of an ISSN;
- 3) the presence or absence of quotation marks around one or more words in the title;
- 4) the presence of brackets around the entire series statement or any part of it.

*LC practice:* Explicitly provide a series added entry (tag the 4XX field as 490 1 and add an 8XX field) if there is any difference between the series statement and the numbering (if the series

is numbered) and the established form of the series heading and form of numbering on the series authority record other than the conditions mentioned above.

### **Multipart Item in a Series**

*LC practice:* If the parts of a multipart item are separately numbered within a series, give the numbers in the series added entry as they are given in the series statement (cf. LCRI 1.6G2) and in the form established in the series authority record. It is no longer necessary to create an 8XX added entry solely because the numbering is not consecutive or the first number is not permanent; it is not necessary to change existing records that reflect the old practice until the record is closed.

### **Integrating Resource in One or More Series**

*LC practice:* Also provide an 8XX series added entry for any traced series included in a note. (Series not present on the latest iteration will be given in the note area instead of in the series area — cf. rule 12.6B2 and 12.7B14.2b.)

#### *existing record*

260 ## \$a Chicago : \$b CJ Press, \$c 1983-  
440 #0 \$a Real estate professional series

#### *same record updated later*

260 ## \$a Chicago : \$b CJ Press, \$c 1983-  
no 4XX field  
500 ## \$a Series title, 1983-1995: Real estate  
professional series.  
500 ## \$a Description based on: release 23, published  
in Jan. 1996.  
830 #0 \$a Real estate professional series.

#### *existing record*

260 ## \$a Denver : \$b Smith Pub. Co.  
440 #0 \$a Research in library acquisitions  
500 ## \$a Description based on: update 2, published in  
1991.

*same record updated later*

260 ## \$a Denver : \$b Smith Pub. Co.  
490 1# \$a Library acquisitions  
500 ## \$a Series title <1991 >: Research in library  
acquisitions.  
500 ## \$a Description based on: update 9, published in  
2000.  
830 #0 \$a Research in library acquisitions.  
830 #0 \$a Library acquisitions (Denver, Colo.)

## Republications

*LC practice:* If a republication contains the original series statement (transcribed in parentheses in the bibliographic history note—cf. LCRI 2.7B7), provide an 8XX series added entry for the series. Do not give a series added entry if the original series statement is lacking on the item even if information about the series is recorded in the bibliographic history note.

## Numbering Grammatically Integrated with Series Title

If the numbering, etc., of the series volume is grammatically integrated with the series title (cf. rule 1.6B1), explicitly make the series added entry so the numbering can be omitted from the title and recorded in subfield \$v of an 8XX field.

490 1# \$a Publication number 22 of the Southwestern Iowa  
History Society  
830 #0 \$a Publication ... of the Southwestern Iowa  
History Society ; \$v no. 22.  
  
490 1# \$a The twenty-sixth L. Ray Buckendale lecture  
830 #0 \$a L. Ray Buckendale lecture ; \$v 26th.  
  
490 1# \$a 31. tom Biblioteki SIB  
830 #0 \$a Biblioteka SIB ; \$v 31. t.

## More Than One System of Numbering

*LC practice:* If more than one system of numbering is transcribed in the series statement (cf. LCRI 1.6G), explicitly make the series added entry to record in subfield \$v the one system specified in the series authority record.

490 1# \$a \_\_\_\_\_ ; \$v Bd. 6, Nr. 2 = Nr. 32  
830 #0 \$a \_\_\_\_\_ ; \$v Bd. 6, Nr. 2.

## Numbering Errors

If the number has been corrected in the series statement (cf. rule 1.6G1), explicitly make the series added entry to give only the correct number.

490 1# \$a Kieler historische Studien ; \$v Bd. 24 [i.e.  
25]  
830 #0 \$a Kieler historische Studien ; \$v Bd. 25.

## Number Preceded by One or More Letters

*LC practice:* When the numbers of items in the same series are preceded by a letter or letters varying from item to item (cf. LCRI 1.6B and LCRI 1.6G), explicitly make the series added entry to omit the letter or letters from subfield \$v.

*in sources of different items in series:* D1, C2, SW3, F4, etc.  
490 1 \$a \_\_\_\_\_ ; \$v D1  
830 #0 \$a \_\_\_\_\_ ; \$v 1.

*LC practice:* When the only information available is from the one item in hand, assume all items in that series will have the same letter(s) preceding the number until differing information is available. Record the letter(s) in subfield \$v.

## Numbering for Publications of the U.S. Congress

*LC practice:* Explicitly make a series added entry for publications of the U.S. Congress to give the numbering relating to the numbering of the Congress and Session as the first part of subfield \$v, followed by the number of the publication within that Congress and Session.

490 1# \$a Mis. doc / 49th Congress, 1st Session, Senate  
; \$v no. 82  
830 #0 \$a Mis. doc (United States. Congress. Senate) ;  
\$v 49th Congress, 1st session, no. 82.

*LC practice:* Transcribe the information for series publications of other legislatures as above if the situations are the same.

## Main Series and Indirectly Entered Subseries<sup>1</sup>

### 1) Main series is **unnumbered**

*LC practice.* Do not give a separate series added entry for the main series unless the main series has already appeared by itself on other publications. Instead, give a series added entry

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<sup>1</sup>[Recommended future placement: include in a new introductory Chapter 21 LCRI addressing number of series headings]

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for the main series/subseries combination. Derive the series added entry or make it explicitly, depending upon whether the series statement and the numbering of the subseries (if the subseries is numbered) are in exactly the same form as the heading and form of numbering on the series authority record.

440 #0 \$a Progress in nuclear energy. \$n Series V, \$p  
Metallurgy and fuels

490 1# \$a University publications series. The social  
sciences ; \$v no. 4

830 #0 \$a University publications series. \$p Social  
sciences ; \$v no. 4.  
(made-up example)

*Exception.* If the main series appears on a later publication without any subseries, at that point establish the main series separately and make the series added entry separately for this and any other item showing only the main series. However, if later forms show both the main series and a subseries, use in the added entry only the form in which the subseries is already established.

### 2) Main series is **numbered**

*LC practice.* Give two series added entries: one for the main series and one for the main series/subseries combination.

490 1# \$a Biblioteca de arte hispánico ; \$v 8. \$a Artes  
aplicadas ; \$v 1

830 #0 \$a Biblioteca de arte hispánico ; \$v 8.

830 #0 \$a Biblioteca de arte hispánico. \$p Artes  
aplicadas ; \$v 1.

### 3) Hierarchy of numbered and unnumbered main series/subseries

*LC practice.* If a hierarchy of main series and multiple subseries is involved and only some are numbered, treat the unnumbered ones under 1) above and the numbered ones under 2) above.

## 25.5B CONFLICT RESOLUTION.

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**General****Serials (Including Numbered and Unnumbered Monographic Series) Series Entered Under Title**

- 1) *General*
- 2) *Choice of qualifying term*
- 3) *Form of qualifying term*
- 4) *Change in qualifier*
- 5) *Unnumbered/numbered titles from the same body*
- 6) *Serial section title or subseries title with initial article*
- 7) *Serial common title or main series title not issued alone or lacking numbering*
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**Serials (Including Numbered and Unnumbered Monographic Series) Entered Under Name Heading**

- 1) *General*
- 2) *Choice of qualifying term*

**Monographs**

- 1) *Single-volume monograph or not-analyzed multipart item*
- 2) *Analyzed multipart item entered under a title proper*
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**Integrating Resources****Series-Like Phrases**

- 1) *Entry under title*
- 2) *Entry under name heading*
- 3) *Conflict with another phrase heading*

**Title/Phrase Heading in Series Authority Record Identical to Personal or Corporate Name****Radio and Television Programs****U.S. Census Publications****Comics**



## 25.5B

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### Motion Pictures

### Choreographic Works

- 1) *Background*
- 2) *Uniform titles for choreographic works*

### Named Individual Works of Art

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The first part of this LCRI addresses conflict resolution for serials (including numbered and unnumbered monographic series). This part of the LCRI represents *LC/PCC practice*.

Also, see the sections “Monographs” and “Integrating Resources” below for guidelines about the use of qualifiers for single-volume monographs, multipart items, and integrating resources.

*Note:* Indicators are not given in the examples when the heading could be used in either an authority or a bibliographic record because the indicators in authority and bibliographic records are not the same for the 130 field.

### General

1) *The "catalog" when testing for conflict.* When searching the catalog to determine if a uniform title is needed for a serial/series or multipart item, define the "catalog" as the file against which the searching and cataloging is being done. In addition, catalogers (including LC overseas offices' catalogers and PCC participants) may take into account *any* serial/series or multipart item with the same title of which they know, whether or not it is in the catalog.

2) *Eligible title fields for conflict*

a) Take into account the title proper of a serial/series/multipart item; such a title proper can be found in the 245, 247, 4XX, 730, 760-787, 8XX fields of bibliographic records and the 1XX field of series authority records (SARS).

b) Do not take into account variant forms of title represented by added entries (246, 740 fields) in bibliographic records or by cross references (4XX fields) in name and series authority records. (*Note:* according to LCRI 26.5A, a qualifier is added to a cross reference in the authority record to break the conflict with a title proper in the same or another record.)

3) Resolve the conflict by using a uniform title heading or name heading/uniform title in the bibliographic or series authority record being created. Do not also add a uniform title heading or a name heading/uniform title to the existing record.

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*Exceptions*

a) See 5) in the "Serials (Including Numbered and Unnumbered Monographic Series) ..." section below for adding "(Unnumbered)" as qualifier.

b) See 1)b) and 1)c) in the "Monographs" section below.

c) See 2) in the "Title/Phrase Heading in Series Authority Record Identical to Personal or Corporate Name" section below.

4) Use the uniform title heading or name heading/uniform title whenever the serial/series or multipart item is referred to in other access points (added or subject entries, subseries headings, etc.) and in linking notes.

5) Do not predict a conflict.

6) *Republications.* When a serial/series/multipart item is republished or reproduced (as a text, as a microform, as large print, as a braille edition, as a digitized reproduction, etc.), do not use a uniform title to distinguish one of these republications from the original. If the original itself has a uniform title, use the same uniform title for the republication.

### **Serials (Including Numbered and Unnumbered Monographic Series) Series Entered Under Title**

1) *General.* When creating a bibliographic record for a serial, a series authority record for a serial/series, or a name authority record for a serial, construct a uniform title made up of the title proper plus a parenthetical qualifier to distinguish the serial/series from another with the same title proper in a bibliographic record, in the heading of any series authority record (for series, multipart item, phrase, or serial), or in the heading of any name authority record. Also construct a uniform title when a serial becomes an integrating resource (or vice versa) but doesn't change its title proper.

#### *2) Choice of qualifying term*

a) *Title proper is a "generic" title (i.e., it consists solely of an indication of type of publication and/or periodicity, exclusive of articles, prepositions, and conjunctions).* Use as the qualifier the heading for the body issuing or publishing the serial/series. If more than one corporate body is associated with the work, choose the body responsible for issuing the serial/series, rather than the one only publishing it. If multiple bodies are performing the same function, generally choose the one named first.

130 \$a Bulletin (American Dairy Products Institute)  
130 \$a Bulletin (British Columbia. Dept. of Mines and  
Petroleum Resources)  
130 \$a Bulletin (Université libre de Bruxelles. Service  
de physique des particules élémentaires)  
130 \$a Occasional paper (Australia. Bureau of Industry  
Economics)  
130 \$a Occasional paper (King's College (University of  
London). Dept. of Geography)  
130 \$a Occasional paper (Spark M. Matsunaga Institute for  
Peace)

b) *Other situations.* Use judgment in determining the *most appropriate* qualifier for the serial/series being cataloged. Possible qualifiers are given in the following list; the listing is not prescriptive and is not in priority order. If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish the one serial/series from the other. Use more than one qualifier if needed to make the uniform title unique.

- corporate body
- date of publication<sup>1</sup>
- descriptive data elements, e.g., edition statement, GMD, physical medium
- place of publication<sup>2</sup>

130 0# \$a Social sciences index (CD-ROM)  
245 00 \$a Social sciences index \$h [electronic resource]

130 0# \$a Peterson's financial aid service (IBM version)  
245 00 \$a Peterson's financial aid service \$h [electronic  
resource]

130 0# \$a Peterson's financial aid service (Macintosh  
version)  
245 00 \$a Peterson's financial aid service \$h [electronic  
resource]

---

<sup>1</sup>Choose the date of publication (not date from chronological designation) of the first issue published or the earliest issue in hand, in that order of preference.

<sup>2</sup>If the serial/series is published in more than one place, choose as the qualifying term the place that would be named first in the publication, distribution, etc., area for the first issue published, the earliest issue for which a place is known, or the earliest issue in hand, in that order of preference. If the name of the local place has changed, use in the qualifier the name the place had at the time the first/earliest issue was published.

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### 3) *Form of qualifying term*

a) *Corporate body*. Use the AACR2 form of the name exactly as given on the name authority record for the corporate body.

130 \$a Special report (Northern Illinois University.  
Center for Southeast Asian Studies)

130 \$a Occasional publication (Popular Archaeology  
(Firm))

b) *Place of publication*. Use the AACR2 form from the name authority record for the place minus any cataloger's addition (cf. AACR2 24.4C1); record the name of the larger place preceded by a comma (cf. AACR2 23.4A1).

130 \$a African primary texts (Madison, Wis.)  
130 \$a Rural development studies (Uppsala, Sweden)  
130 \$a New age journal (Brighton, Boston, Mass.)

c) *Multiple qualifiers*. If more than one qualifier is needed, separate the qualifiers with a space-colon-space within one set of parentheses. Exception: if one of the qualifiers is "(Series)," give that qualifier first and enclose each qualifier in its own set of parentheses.

130 \$a Bulletin (Canadian Association of University  
Teachers : 1973)  
130 \$a Washington gazette (Washington, D.C. : Daily)  
130 \$a WP (Series) (United States. Bureau of the Census)

### 4) *Change in qualifier*

#### a) *Body used as qualifier*

i) If the name of the body changes or the body is no longer involved with the serial/series, create a new record for the serial/series.

130 \$a Monograph series (American Bar Association.  
Special Committee on Alternative Means of Dispute  
Resolution)  
130 \$a Monograph series (American Bar Association.  
Special Committee on Dispute Resolution)

ii) If the name of the body changes but one name authority record is used for both forms of name or if the heading on the one name authority record is revised, do not create a new record for the serial/series. Change the form of name in the qualifier, as necessary, to match the heading in the name authority record.

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130 \$a \_\_\_\_\_ (Instytut belaruskaj kul'tury  
(Minsk, Byelorussian S.S.R.))

*would be changed to*

130 \$a \_\_\_\_\_ (Instytut belaruskaj kul'tury  
(Minsk, Belarus))

### b) *Place used as qualifier.*

i) If the serial/series "moves" to another city, do not create a new record. On a series authority record, add a reference from title proper with the new place as qualifier. In a serial bibliographic record, add information about the change in place of publication.

130 \$a \_\_\_\_\_ (Chicago, Ill.)

430 \$a \_\_\_\_\_ (Boston, Mass.)

ii) If the name of the place changes and a separate name authority record is created for that name, do not create a new record for the serial/series. Do not change the qualifier. In a series authority record, give a reference using the later form as the qualifier.

130 \$a \_\_\_\_\_ (Leningrad, R.S.F.S.R.)

430 \$a \_\_\_\_\_ (Saint Petersburg, Russia)

*(two name authority records exist)*

iii) If the name for the place changes but one name authority record is used for both forms of name or if the heading on the one name authority record is revised, do not create a new record for the serial/series. Change the form of name in the qualifier, as necessary, to match the heading in the name authority record.

130 \$a \_\_\_\_\_ (Kinshasa, Zaire)

*would be changed to:*

130 \$a \_\_\_\_\_ (Kinshasa, Congo)

c) *Other qualifiers.* If the information used as qualifier changes in form or fact, do not create a new record. In a series authority record, add a reference from the title proper and the changed qualifier if it would help in identification. In a serial bibliographic record, add information if appropriate.

130 \$a \_\_\_\_\_ (Middle Atlantic ed.)

*(current items labelled as "Mid-Atlantic edition")*

5) *Unnumbered/numbered titles from the same body.* If one body issues both an unnumbered series and a numbered series/serial with the same title, add the qualifier "(Unnumbered)" to the title for the unnumbered series in all cases of such a conflict. (For example, if the new title is numbered and the existing title is unnumbered, change the existing unnumbered series to add "(Unnumbered)" to the title.) Do not apply this technique when some issues of a series lack numbering.

6) *Serial section title or subseries title with initial article.* If the title of a section of a serial or the title of a subseries begins with an initial article, create a uniform title to delete that initial article. Delete the initial article even if the section or subseries title is preceded by a numeric or alphabetic designation.

*title proper:* American men and women of science. The medical sciences

130 \$a American men and women of science. \$p Medical sciences

*title proper:* Progress in nuclear energy. Series VIII, The economics of nuclear power

130 \$a Progress in nuclear energy. \$n Series VIII, \$p Economics of nuclear power

7) *Serial common title or main series title not issued alone or lacking numbering.* Do not test such a serial common title or main series title for conflict by itself. Test the entire title proper (the serial common title and its section title or the unnumbered main series and its subseries) for conflict. If the entire title proper conflicts with another title proper, add a qualifier at the end of the title proper.

*title proper:* Bulletin. Series W  
search in catalog for entire title = no conflict

130 \$a Bulletin. \$n Series W

*title proper:* Bulletin. Series A  
search in catalog for entire title = a conflict with another "Bulletin. Series A"

130 \$a Bulletin. \$n Series A ([qualifier])

8) *Serial common title or main series title has been issued alone or has numbering.* First, test the serial common title or the main series title by itself for conflict and add a qualifier if needed at the end of that title. Then, test that title (plus qualifier if needed) and the section or subseries title together for conflict; add a qualifier if needed at the end of the section or subseries title.

*title proper of numbered main series & subseries:* University papers. History series

search in catalog for main series title = a conflict with another "University papers"

130 \$a University papers ([qualifier])

search in catalog for main series title plus qualifier  
and subseries title = no conflict

130 \$a University papers ([qualifier]). \$p History series

9) *Supplement title entered subordinately to main title.* If the main title is already in the

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catalog, use its heading (may or may not have a qualifier) in the heading for the supplement. If the main title is not in the catalog, establish its AACR2 form (cf. LCRI 26.5B). Then, test the main title (plus qualifier if needed) and the supplement title together for conflict; add a qualifier if needed at the end of the supplement title.

*title proper of main title with supplement:* Statistical  
bulletin. Supplement  
search in catalog for main title = a conflict with another "Statistical  
bulletin"

130 \$a Statistical bulletin ([qualifier])

search in catalog for main title plus qualifier and  
supplement title = no conflict

130 \$a Statistical bulletin ([qualifier]). \$p Supplement

### **Serials (Including Numbered and Unnumbered Monographic Series) Entered Under Name Heading**

1) *General.* When creating a bibliographic record for a serial, a series authority record for a serial/series, or a name authority record for a serial, construct a uniform title made up of the title proper plus a parenthetical qualifier to distinguish the serial/series from another with the same title proper entered under the same name heading in a bibliographic record, in the heading of any series authority record (for series, multipart item, phrase, serial), or in the heading of any name authority record. Also construct a uniform title when a serial becomes an integrating resource (or vice versa) but doesn't change its title proper.

2) *Choice of qualifying term.* Use judgment in determining the *most appropriate* qualifier for the serial/series being cataloged. Possible qualifiers are given in the following list; the listing is not in priority order. If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish the one serial/series from the other. Use more than one qualifier if needed to make the uniform title unique.

- date of publication<sup>3</sup>
- descriptive data elements, e.g., edition statement

110 2# \$a World Food Programme.  
240 10 \$a Annual report (1993)  
245 10 \$a Annual report

---

<sup>3</sup>Choose the date of publication (not date from chronological designation) of the first issue published or the earliest issue in hand, in that order of preference.

---

**Monographs<sup>4</sup>***LC practice:*1) *Single-part monograph or not-analyzed multipart item*

a) *Conflict in the database.* If the main entry is the same as the main entry of another work represented by a bibliographic record or name/series authority record, do not assign a uniform title to either work simply to distinguish them, even if there are multiple editions of either work.

245 00 \$a France / \$c préface de Pierre Mendès-France.  
260 ## \$a Genève ; \$a New York :\$b Nagel, \$c 1955.

245 00 \$a France.  
260 ## \$a Paris : \$b Librairie Larousse, \$c 1967.

245 00 \$a France.  
260 ## \$a Paris : \$b Documentation française, \$c 1972.

b) *Needed for subject or related work added entry.* If the main entry is the same as the main entry of another work represented by a bibliographic record or name/series authority record, construct a uniform title consisting of the title proper plus a parenthetical qualifier.

i) Determine the qualifier according to the guidelines below in 2)a) for title proper main entry or 3)a) for name heading main entry.

ii) Change existing records in which the work appears as an access point (main entry, added entry, subject heading).

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<sup>4</sup>Past practice for monographic electronic resources:

Prior to June 1990, a qualifier was added to the title of monographic electronic resources whenever the heading was needed in a secondary entry, without regard to conflict. Generally continue to use such headings in main, subject, and added entries on records for items cataloged after May 1990 (name authority records created in accord with these policies are routinely retained although they would not necessarily be needed under current policies).

Prior to December 2002, the qualifier used on monographic electronic resources was the general material designation "(Computer file)," sometimes in combination with the name of the producer of the resource. Headings that exist with this qualifier should not be changed to reflect current policy unless the heading needs to be changed for another reason.



## 25.5B

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245 00 \$a Gazetteer of Argentina : \$b names approved by  
the United States Board on Geographic Names.  
250 ## \$a 3rd ed.  
260 ## \$a Washington : \$b Defense Mapping Agency,  
\$c 1992.  
500 ## \$a Rev. ed. of: Argentina. 1968.  
730 0# \$a Argentina (United States. Office of Geography)

*revised bibliographic record for the 1968 work cited in  
500 field above*

130 0# \$a Argentina (United States. Office of Geography)  
245 10 \$a Argentina : \$b official standard names approved  
by the United States Board on Geographic Names.  
260 ## \$a Washington : \$b Office of Geography, Dept. of  
the Interior, \$c 1968.

c) *Another manifestation requiring a uniform title.* If the main entry of the original is the same as the main entry of another work represented by a bibliographic record or name/series authority record, construct a uniform title for the original consisting of the title proper plus a parenthetical qualifier. Then assign a uniform title to the manifestation (cf. AACR2 25.5C for translations, AACR2 25.6B3 for excerpts, etc.).

i) Determine the qualifier for the original according to the guidelines below in 2)a) for title proper main entry or 3)a) for name heading main entry.

ii) Change existing records in which the original work appears as an access point (main entry, added entry, subject heading).

*translation of the 1955 work above*

130 0# \$a France (Geneva, Switzerland). \$l English.  
245 00 \$a France / \$c preface by Pierre Mendès-France ;  
translated by William H. Parker.  
260 ## \$a Geneva ; \$a New York : \$b Nagel, \$c 1956.

*revised bibliographic record for the 1955 work above*

130 0# \$a France (Geneva, Switzerland)  
245 00 \$a France / \$c préface de Pierre Mendès-France.  
260 ## \$a Genève ; \$a New York : \$b Nagel, \$c 1955.

### 2) *Analyzed multipart item entered under a title proper*

a) *Conflict in the database.* If the title proper of the multipart item is the same as the title proper of another work represented by a bibliographic record or a name/series authority

record, construct a uniform title made up of the title proper plus a parenthetical qualifier.

(i) Use judgment in determining the *most appropriate* qualifier. Possible qualifiers are given in the following list; the listing is *not* prescriptive and is *not* in priority order.

- corporate body
- date of publication<sup>5</sup>
- descriptive data elements, e.g., edition statement, GMD, physical medium
- place of publication<sup>6</sup>

130 \$a Continents of the world (Chicago, Ill.)

(ii) If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish the one work from the other. Use more than one qualifier if needed to make the uniform title unique.

b) *Needed for subject or related work added entry.* Use the heading in the series authority record for that multipart item.

c) *Another manifestation requiring a uniform title.* Use the heading in the series authority record for the original multipart item. Then assign a uniform title to the manifestation (cf. AACR2 25.5C for translations, AACR2 25.6B3 for excerpts, etc.).

### 3) *Analyzed multipart item entered under a name heading*

a) *Conflict in the database.* If that name heading/title proper of the multipart item is the same as the name heading/title proper of another work represented by a bibliographic record or a name/series authority record, construct a uniform title made up of the title proper plus a parenthetical qualifier.

(i) Use judgment in determining the *most appropriate* qualifier. Possible qualifiers are given in the following list; the listing is not in priority order.

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<sup>5</sup>Choose the date of publication of the first part published or the earliest part in hand, in that order of preference.

<sup>6</sup>If the multipart item is published in more than one place, choose as the qualifying term the place that would be named first in the publication, distribution, etc. area for the first part published, the earliest part for which a place is known, or the earliest part in hand, in that order of preference. If the name of the local place has changed, use in the qualifier the name the place had at the time the first/earliest part was published.

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- date of publication<sup>7</sup>
- descriptive data elements, e.g., edition statement, GMD, physical medium
- place of publication<sup>8</sup>

100 1# \$a Elias, Norbert. \$t Über den Prozess der  
Zivilisation. \$l English (Oxford, England)

(ii) If none of these qualifiers is appropriate, use any word(s) that will serve to distinguish the one work from the other. Use more than one qualifier if needed to make the uniform title unique.

b) *Needed for subject or related work added entry.* Use the heading in the series authority record for that multipart item.

c) *Another manifestation requiring a uniform title.* Use the heading in the series authority record for the original multipart item. Then assign a uniform title to the manifestation (cf. AACR2 25.5C for translations, AACR2 25.6B3 for excerpts, etc.).

### Integrating Resources

*LC/PCC practice:* Apply the guidelines given above under "Monographs" also to integrating resources. Also construct a uniform title when a serial becomes an integrating resource (or vice versa) but doesn't change its title proper.

### Series-Like Phrases

1) *Entry under title.* Construct a uniform title made up of the phrase plus a parenthetical qualifier for any phrase entered under title if the phrase is identical to the title proper of a serial/series found in the catalog in a bibliographic record or the title proper in the heading of a series authority record for a series, multipart item, or serial. Follow the guidelines for adding a qualifier to a serial/series title (above).

130 \$a Interim reports (Australian National Antarctic  
Research Expeditions)

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<sup>7</sup>Choose the date of publication of the first part published or the earliest part in hand, in that order of preference.

<sup>8</sup>If the multipart item is published in more than one place, choose as the qualifying term the place that would be named first in the publication, distribution, etc. area for the first part published, the earliest part for which a place is known, or the earliest part in hand, in that order of preference. If the name of the local place has changed, use in the qualifier the name the place had at the time the first/earliest part was published.

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2) *Entry under name heading.* Construct a uniform title made up of the phrase plus a parenthetical qualifier for any phrase entered under a name heading if the phrase is identical to a title proper of a serial/series entered under the same name heading in the catalog in a bibliographic record or in the heading of a series authority record for a series, multipart item, or serial. Follow the guidelines for adding a qualifier to a serial/series title (above).

3) *Conflict with another phrase heading.* Do not create a separate series authority record for the second series-like phrase, constructing a uniform title made up of the phrase plus a parenthetical qualifier. Instead, modify the existing series authority record to make it an undifferentiated phrase record.

130 \$a Yolla Bolly Press book  
130 \$a Quarto book

### **Title/Phrase Heading in Series Authority Record Identical to Personal or Corporate Name**

1) If the title or phrase is identical to a personal or corporate (including geographic) name, construct a uniform title made up of the title proper or phrase plus the parenthetical qualifier "(Series)." That name may be found on the item being cataloged or in a heading or reference in a name authority record related or not related to the item being cataloged. Apply this technique also to subseries titles entered subordinately.

130 \$a Centre de recherches d'histoire ancienne (Series)  
130 \$a Oxford Historical Society (Series)  
130 \$a HAZ (Series)  
130 \$a Facultat de Dret de l'Estudi General de Lleida  
    (Series)  
130 \$a Marco Polo (Series)  
130 \$a United States (Series)  
130 \$a DOD (Series)  
130 \$a Metropolitan Books (Series)  
130 \$a Posebna izdanja (Crnogorska akademija nauka i  
    umjetnosti). \$p Odjeljenje društvenih nauka  
    (Series)

2) If an existing title or phrase heading later conflicts with a name, add the qualifier "(Series)" to the series authority record heading.

### **Radio and Television Programs**

*LC practice.* Add the qualifier "(Radio program)" or "(Television program)" to the title of a radio or television program whenever the program is needed in a secondary entry and the title is the same as a Library of Congress subject heading or the title has been used as the title of another work. (It does not matter if the other work is entered under title or under a name heading.) This same uniform title for the radio or television program must be used in all entries for the particular work. (Existing records in which the radio or television program has been used as a main or added entry must be

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adjusted.)

### U.S. Census Publications

For U.S. Bureau of the Census publications that contain the census or parts of it, use a uniform title consisting of the name of the census, qualified by the year of the census. Add to this basic uniform title parts of the census as subdivisions.

*title proper:* 1972 census of construction industries  
*uniform title:* 130 \$a Census of construction industries  
(1972)

*title proper:* Numerical list of manufactured products: 1972  
census of manufactures  
*uniform title:* 130 \$a Census of manufactures (1972). \$p  
Numerical list of manufactured  
products

*title proper:* Census of housing, 1960  
*uniform title:* 130 \$a Census of housing (1960)

### Comics

If a comic strip, single panel cartoon, etc., is entered under its title, establish a uniform title for the work that consists of its title, followed by an appropriate parenthetical qualifier (e.g., "Batman (Comic strip)").

### Motion Pictures

*LC practice.* If a motion picture is entered under a title proper that is the same as the title proper of another motion picture (or other work), do not assign a uniform title to either to distinguish them, even if there are multiple editions of either work. However, if a motion picture is needed in a secondary entry and the title of the motion picture is the same as a Library of Congress subject heading or the title is the same as the title of another work, add the qualifier "(Motion picture)" to the title of the motion picture. This same uniform title must be used in all entries for the particular work. (Existing records in which the motion picture is used as a main or secondary entry must be adjusted.)

#### *New work*

100 1# \$a Copland, Aaron, \$d 1900-  
245 14 \$a The red pony ...  
(*Music for the motion picture of the same title*)

#### *Existing works*

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100 1# $a Steinbeck, John, $d 1902-1968
245 14 $a The red pony ...
      (A book)
245 04$a The red pony $h [motion picture] ...

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*Added entry on the new work*

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730 0# $a Red pony (Motion picture)
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*Revised record for the motion picture*

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130 0# $a Red pony (Motion picture)
245 04 $a The red pony $h [motion picture] ...

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## Choreographic Works

### 1) *Background*

In catalogs dealing with dance material, there is a need both to collocate different versions of the same basic work under the same title and to differentiate between the different versions of the work in a meaningful way. A choreographic dance work, i.e., a dance created by a specific person, will often have a title that is the same as or similar to a musical or literary work that accompanies or is related to it. In addition, many dance works, though known by the same title, have been revised or adapted by different choreographers. The Dance Heritage Coalition, a group of several institutions, including the Library of Congress, has received funding for a project to prepare a catalog of primary research resources in dance history, including manuscript and archival materials, audio and videotape, printed texts and music, and visual collections. The coalition will add authority records to the national authority file for these materials, including newly created authority records and retrospective records from the files of the Dance Collection of the New York Public Library.

AACR2 does not include specific rules for the creation of uniform titles for choreographic works, and in the past LC has treated headings for individual choreographic dance works as subject headings, rather than name headings. However, because they do represent individual creative works and to meet the needs of the dance cataloging community, these headings should now be treated as name headings, and uniform titles for them will be constructed according to the guidelines below recommended by the Dance Heritage Coalition.

### 2) *Uniform titles for choreographic works*

a) *Qualifiers*. When the title of a choreographic dance work is needed as a subject or added entry, construct a uniform title consisting of the title of the work followed by the qualifier "(Choreographic work)." In addition, when the item represents a particular choreographer's version of the work, include the surname of the choreographer as part of the qualifier. Use the form of the surname found in the 100 field of the authority record for the choreographer.

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130 \$a Romeo and Juliet (Choreographic work)  
*(for a book of photographs from various productions of  
choreographic works based on Shakespeare's play)*

130 \$a Romeo and Juliet (Choreographic work : Smuin)  
*(for a series of photographs taken during a dress rehearsal of  
the first production of Michael Smuin's choreographic  
adaptation of Shakespeare's play)*

If two or more choreographers share responsibility for the work, give their names in alphabetical order, unless one person is clearly principally responsible for the choreography, in which case that name should be listed first. Connect the names with the word "and."

130 \$a Return of the native (Choreographic work : Jones  
and Zane)

130 \$a Giselle (Choreographic work : Coralli and Perrot)

As appropriate, also include the following additions to the qualifier:

i) Choreographer's surname, after the original choreographer's surname.

If the choreographic work is derived from another choreographic work, follow the name of the choreographer with a comma, the word "after," and the surname of the original choreographer.

130 \$a How long brethren (Choreographic work : Tamiris)  
130 \$a How long brethren (Choreographic work : McIntyre,  
after Tamiris)  
*(for a notation score for a reconstruction of Helen Tamiris's  
original work)*

ii) Date of a reconstruction

*Optionally*, if the material being cataloged relates to a reconstruction of a choreographic work that was originally staged at an earlier date, include in the qualifier the date of the reconstruction.

130 \$a Afternoon of a faun (Choreographic work :  
Nijinsky)  
130 \$a Afternoon of a faun (Choreographic work :  
Markova, after Nijinsky : 1935)

b) *Language of the title*

Use as the uniform title the title in the original language unless the work has become generally known in another language through extensive adaptation, e.g., when the choreographic work has been restaged in a number of different countries. In such cases, use the title found in the following reference

work, making references from the title in other languages:

New York Public Library. *Dictionary Catalog of the Dance Collection*. Boston : G.K. Hall, 1974. 10 v. Annual supplement, *Bibliographic Guide to Dance*, 1975-

If the title is not found in the above source, consult the sources below, which are listed in order of precedence.

Beaumont, C.W. *Complete Book of Ballets*  
 Chujoy, A., and Manchester, P.W. *The Dance Encyclopedia*. Rev. ed.  
*Enciclopedia dello spettacolo*  
*The New Grove Dictionary of Music and Musicians*  
 Koegler, H. *The Concise Oxford Dictionary of Ballet*. 2nd ed.  
 McDonagh, D. *The Complete Guide to Modern Dance*

130 \$a Cinderella (Choreographic work)  
 430 \$a Cendrillon (Choreographic work)  
 430 \$a Cenerentola (Choreographic work)

130 \$a Sylphide (Choreographic work)  
 430 \$a Sylph of the Highlands (Choreographic work)

### Named Individual Works of Art

Add in parentheses an appropriate designation or designations (e.g., date, medium, size, owner, *catalogue raisonné* number, alternative title, location, state, color, owner's accession number) to distinguish between identical uniform titles for works entered under the same heading.<sup>9</sup>

100 1# \$a Eyck, Jan van, \$d 1390-1440. \$t Saint Francis  
 receiving the stigmata (Galleria sabauda  
 (Turin, Italy))  
 100 1# \$a Eyck, Jan van, \$d 1390-1440. \$t Saint Francis  
 receiving the stigmata (Philadelphia Museum of  
 Art)

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<sup>9</sup>While date or owner (usually a museum) will often be the best qualifier, “appropriate” will depend upon the particular work of art, e.g., for a print, the state may be the best qualifier.

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100 1# \$a Cézanne, Paul, \$d 1839-1906. \$t Card players  
(Barnes Foundation)

100 1# \$a Cézanne, Paul, \$d 1839-1906. \$t Card players  
(Courtauld Institute Galleries)

100 1# \$a Cézanne, Paul, \$d 1839-1906. \$t Card players  
(Metropolitan Museum of Art (New York, N.Y.))

100 1# \$a Cézanne, Paul, \$d 1839-1906. \$t Card players  
(Musée d'Orsay)

100 1# \$a Pollock, Jackson, \$d 1912-1956. \$t Untitled  
(1936)

100 1# \$a Pollock, Jackson, \$d 1912-1956. \$t Untitled  
(1937)

*(Title of both works is **Untitled**)*

100 1# \$a Picasso, Pablo, \$d 1881-1973. \$t Frugal repast  
(1904, 1913 printing : etching)

100 1# \$a Picasso, Pablo, \$d 1881-1973. \$t Frugal repast  
(1904, 1913 printing : etching : 2nd state)